



ADMINISTRATION FOR
CHILDREN & FAMILIES



State/Territory Data Submission Center

Training for State/Territory Users: How to Complete and Submit the FY2019 Quality Progress Report (QPR)

November 7, 2019

National Center on Data and Reporting (NCDR)



Objectives

State/Territory Data Submission Center Site and Functionality

- Data Submission site user roles
- How to access the Data Submission site
- Common features of the site

Quality Progress Report (QPR)

- How to access the QPR
- How to enter details of the QPR
- How to submit the QPR

Resources for Technical Assistance

What is the State/Territory Data Submission Center?

The Office of Child Care (OCC) developed a password-protected, web-based submission site – the State/Territory Data Submission Center – to streamline the Plan/QPR submission and approval/acceptance processes, and to comply with the Paperwork Reduction Act.

The Data Submission Center contains the ACF-118 State/Territory Plan (including the OMB approved Plan Preprint) and the ACF-218 Quality Progress Report (QPR).

Step	State/Territory Data Submission Center Site Function
Enter details of and Submit a Plan or a QPR	<ul style="list-style-type: none">• State/Territory users enter and review the details of their Plan/QPR.• State/Territory users can run an Error Report to help them identify incomplete questions.• State/Territory Super users submit/certify the Plan/QPR.• State/Territory users can generate a PDF version of the Plan/QPR.
Review	<ul style="list-style-type: none">• OCC users view and track the submission of the Plan/QPR.• OCC users review submitted Plan/QPR submissions:<ul style="list-style-type: none">○ If it is determined that edits are required, the Regional Office users return the Plan/QPR to the State/Territory for further edits.
Approval/Acceptance	When no further edits are required, OCC users approve the Plan and accept the QPR.

Data Submission Site User Roles

User Role	Access/Privileges
State user	Enter and edit State/Territory Plan/QPR data; generate Error report; generate PDF versions of the Plan/QPR (blank and completed).
Super user	Enter and edit State/Territory Plan/QPR data; generate Error report; generate PDF versions of the Plan/QPR (blank and completed); AND submit/certify the Plan/QPR to the Office of Child Care.
Regional Office user	Track Plan/QPR submissions; review submissions; if edits are required, release Plan/QPR to State/Territory users for editing; recommend Plan for approval; accept QPR.
Central Office user	Track Plan/QPR submissions; review Plan/QPR; approve Plan.
Technical Assistance/View only user	View only approved Plans and accepted QPRs.

How to Access the Data Submission Center Site

- URL: https://extranet.acf.hhs.gov/stplan/STPLAN_Login.jsp
- Complete user account request form available at https://www.acf.hhs.gov/sites/default/files/occ/acf_118_state_plan_internet_submission.pdf
- Submit form to the OCC Regional Office and copy the National Center on Child Care Data and Reporting (NCDR).
- OCC Regional Office approves your request and NCDR provides Data Submission Center user login credentials.
- Use credentials to log onto the Data Submission Center.

State/Territory Data Submission Center



State/Territory Data Submission Center

You have reached the State/Territory Data Submission Center

This Web Site allows all Child Care and Development Fund (CCDF) lead agencies in the States, the District of Columbia, and the Territories to interactively submit their ACF-118 and ACF-218 data.

For accessibility issues, please [click here](#)

Please sign into the State/Territory Data Submission Center

Username:

Password:

Submit

Data Submission Center Main Menu



State/Territory Data Submission Center

[Section 508 Accessibility](#)

Welcome **StateUser region4**

You have successfully entered the State/Territory Data Submission Center.

Please select the desired Module:

State/Territory Plan Module (ACF-118)

Quality Progress Report Module (ACF-218)

[Logout](#)

ACF-218 (QPR) Main Menu

ACF-218 Quality Progress Report Module

Welcome **StateUser region4**

You have successfully entered the ACF-218 Quality Progress Report Module.

[Section 508 Accessibility](#)

[Logout](#)

Please select the desired Year

Year: 2019 

Quality Progress Report

Return to Main Menu

How to Access the FY 2018 QPR

- From the QPR Main Menu, select FY2018 from the drop-down list and click the **Quality Progress Report** button.

The screenshot shows the ACF-218 Quality Progress Report Module interface. At the top, a blue header bar contains the text "ACF-218 Quality Progress Report Module". Below this, a welcome message reads "Welcome **StateUser region4**" and "You have successfully entered the ACF-218 Quality Progress Report Module." On the left, there is a link for "Section 508 Accessibility" and on the right, a "Logout" link. The main content area has a yellow background and contains the instruction "Please select the desired Year:". Below this, there is a "Year:" label followed by a drop-down menu. The menu is open, showing "2019" and "2018" as options. A red rectangle highlights the drop-down menu, and a red arrow points to the "Quality Progress Report" button below it. At the bottom, there is a "Return to Main Menu" button.

ACF-218 Quality Progress Report Module


Welcome **StateUser region4**

You have successfully entered the ACF-218 Quality Progress Report Module.

[Section 508 Accessibility](#) [Logout](#)

Please select the desired Year:

Year:



Common Features of the Site

Features and Functions


- **Tools and Guidance Link** – Users can access various documents from the link on the Main Menu, which provides guidance on the ACF-118 State/Territory Plan Submission process.
- **Navigation Index** – The index on the left-hand side of the screen allows for easy navigation to different sections and questions throughout the Plan/QPR. Users should use the Navigation Index to return to a previous page or move to another section.
- **Common Data Entry Functions** – Standard functions and features such as copy and paste, radio buttons, check boxes, and drop-down selection lists are used throughout the site to enter and edit data, as well as to view, submit and certify, and approve Plans/accept QPRs.
- **Multiple Users** – Any number of users can access the site at the same time. However, only one person at a time can be working on a single question.

Features and Functions (Cont'd)

- **Consistency Checks** – The Plan/QPR will require that certain questions are completed depending upon how the user has answered a prior question.
- **Links** – State/Territory users can include active URLs in text fields to provide hyperlinks to information found on the Internet.
- **Error Report** – Users can generate an error report to easily determine which sections of the Plan/QPR have not been completed or have inconsistent responses.

Navigation Index

Use the Navigation Index to view questions (click on selection).

OFFICE OF CHILD CARE  Tennessee
Status: Work In Progress QPR Year: FFY2019 OMB Approval #0970-0517

ACF-218 Quality Progress Report Module
*** Please click "Save" or "Save and Next" to save any changes ***

open all | close all

- QPR Submission
 - 1.1
 - 1.1
 - 1.2
 - 1.2
 - 2.1
 - 2.1.1
 - 2.1.2
 - 2.1.3
 - 2.2
 - 2.3
 - 2.4
 - 2.5
 - 2.6
 - 2.7
 - 2.8
 - 2.9
 - 2.10
 - 2.10.1
 - 2.10.2
 - 2.10.3
 - 2.11
 - 3.1

1) Overview


To gain an understanding of the availability of child care in the State/Territory please provide the following information on the total number of child care providers. Please enter N/A when necessary.

1.1 State or Territory Child Care Provider Population

Enter the total number of child care providers that operated in the State/Territory as of September 30 of the last federal fiscal year. These counts should include all child care providers, not just those serving children receiving CCDF subsidies. Please enter N/A when necessary.

a. Licensed family child care #

☐ N/A Describe: (Press ALT-0 for help)



Data Entry Navigation Tip

NOTE:

To move to a different section of the Plan/QPR, use the Navigation Index on the left side of the screen.

Do **NOT** use the internet browser back and forward buttons.

The screenshot displays the 'ACF-218 Quality Progress Report Module' for Tennessee, Status: Work In Progress, QPR Year: FFY2019, and OMB Approval #0970-0517. The navigation index on the left lists sections 1.1 through 4.1. The main content area shows the '1) Overview' section, which includes a description of the report's purpose and a section for '1.1 State or Territory Child Care Provider Population'. The 'Save' and 'Save and Next' buttons in the bottom toolbar are highlighted with a red box.

OFFICE OF CHILD CARE Tennessee
Status: Work In Progress QPR Year: FFY2019 OMB Approval #0970-0517

ACF-218 Quality Progress Report Module
*** Please click "Save" or "Save and Next" to save any changes ***

open all | close all

QPR Submission

1.1
1.2
2.1
2.1.1
2.1.2
2.1.3
2.2
2.3
2.4
2.5
2.6
2.7
2.8
2.9
2.10
2.10.1
2.10.2
2.10.3
2.11
3.1
3.2
3.3
4.1

1) Overview

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a. Licensed family child care #

☐ N/A Describe: (Press ALT-0 for help)

Save Save and Next Error Report Display/Print QPR

Always remember to **SAVE** before navigating to a different section!!

Quality Progress Report (QPR)

Data Entry

QPR Status

- **Work in Progress** – The QPR is “open” for the State/Territory user to enter or make changes.
- **Submitted** – The QPR is “closed” and the State/Territory user can no longer make any changes.
- **Accepted** – The QPR is “closed” and has been accepted by OCC. No further edits can be made.

ACF-218 Quality Progress Report Module	
Tennessee	QPR Year: 2019
Status: Work In Progress	
Table of Contents	
Component # 1: Overview	
1.1	State or Territory Child Care Provider Population
1.2	Goals for Quality and Access
Component # 2: Supporting the training and professional development of the child care workforce	
2.1	State/Territory Progression of Professional Development
2.2	What supports did the State/Territory make available to teachers/providers?
2.3	Were other initiatives available to support professional development and the workforce?
2.4	Licensed child care center director
2.5	Licensed child care center teachers
2.6	Licensed family child care providers
2.7	Licensed child care center directors who serve CCDF children
2.8	Licensed child care center teachers who serve CCDF children
2.9	Licensed family child care providers who serve CCDF children
2.10	Spending
2.11	Progress Update
Component # 3: Improving early learning and development guidelines	
3.1	Describe changes/updates to the State/Territory's early learning and development guidelines

Completing a QPR Question

Select the section you wish to complete by clicking on the highlighted text associated with the section number.

ACF-218 Quality Progress Report Module	
Tennessee Status: Work In Progress	QPR Year: 2019
Table of Contents	
Component # 1: Overview	
1.1	State or Territory Child Care Provider Population
1.2	Goals for Quality and Access
Component # 2: Supporting the training and professional development of the child care workforce	
2.1	State/Territory Progression of Professional Development
2.2	What supports did the State/Territory make available to teachers/providers?
2.3	Were other initiatives available to support professional development and the workforce?
2.4	Licensed child care center director
2.5	Licensed child care center teachers
2.6	Licensed family child care providers
2.7	Licensed child care center directors who serve CCDF children
2.8	Licensed child care center teachers who serve CCDF children
2.9	Licensed family child care providers who serve CCDF children
2.10	Spending
2.11	Progress Update
Component # 3: Improving early learning and development guidelines	
3.1	Describe changes/updates to the State/Territory's early learning and development

QPR Question Page

ACF-218 Quality Progress Report Module

*** Please click "Save" or "Save and Next" to save any changes ***

open all | close all

QPR Submission

- 1.1
- 1.2
- 1.2
- 2.1
- 2.1.1
- 2.1.2
- 2.1.3
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.10.1
- 2.10.2
- 2.10.3
- 2.11
- 3.1
- 3.2
- 3.3
- 4.1
- 4.2
- 4.3
- 4.4
- 4.5

1) Overview

To gain an understanding of the availability of child care in the State/Territory please provide the following information on the total number of child care providers. Please enter N/A when necessary.

1.1 State or Territory Child Care Provider Population

Enter the total number of child care providers that operated in the State/Territory as of September 30 of the last federal fiscal year. These counts should include all child care providers, not just those serving children receiving CCDF subsidies. Please enter N/A when necessary.

a. Licensed family child care # 55

☐ N/A Describe: (Press ALT-0 for help)

aerawewe

b. Legally exempt family child care (care in providers' home) # 44

Save

Save and Next

Error Report

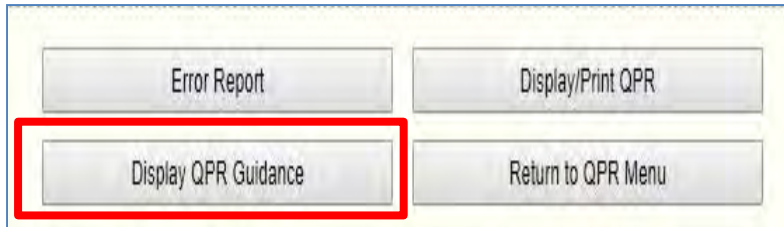
Display/Print QPR

Table of Contents

Return to QPR Menu

Display QPR Pre-Print

Click **Display QPR Guidance** to open a PDF document of the QPR pre-print in a separate window.



OMB Control No: 0970-0517

Expiration date: 09/30/2021

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Public reporting burden for this collection of information is estimated to average 60.0 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, reviewing the collection of information, and completing the form.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Quality Progress Report (QPR)

for

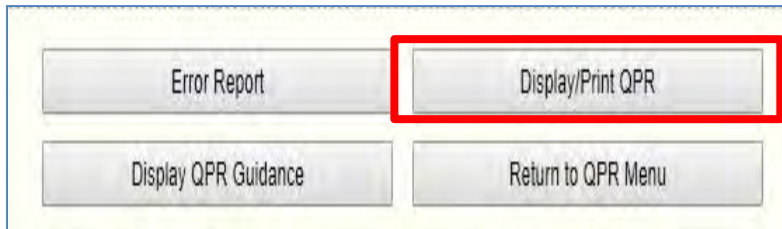
State/Territory _____

FFY 2018

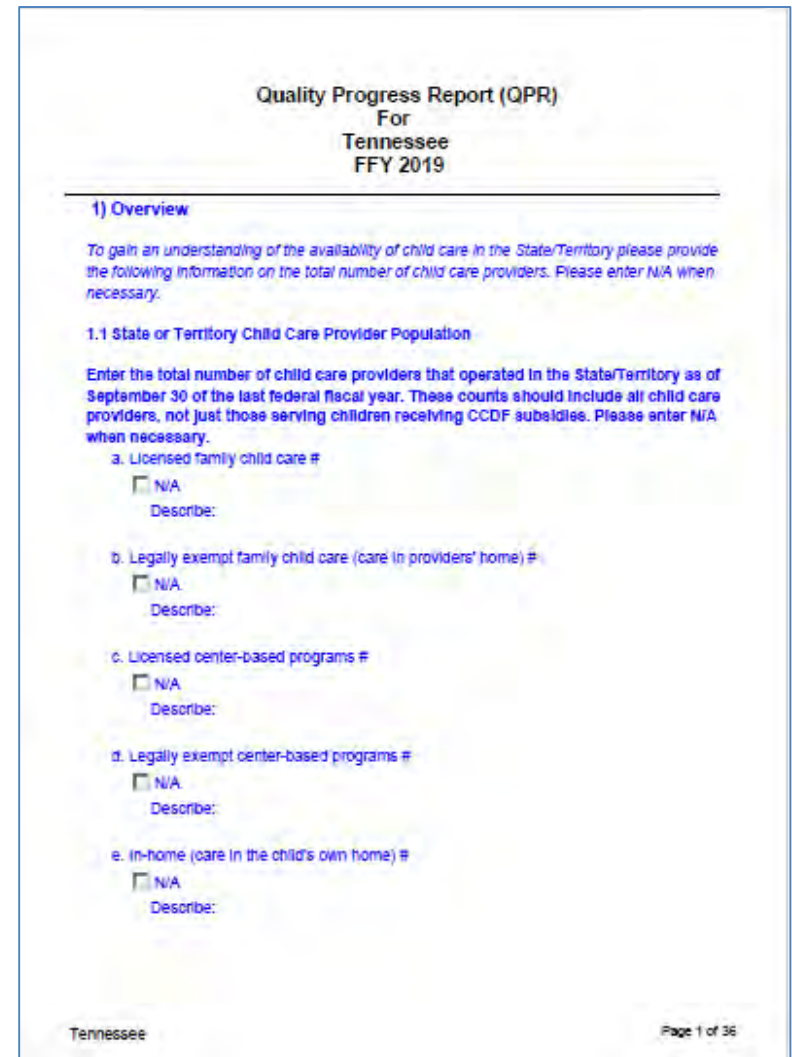
The Quality Progress Report (QPR) collects information from states and territories to describe investments to improve the quality of care available for children from birth to age 13. This report meets the requirements in the Child Care and Development Block Grant (CCDBG) Act of 2014 for Lead Agencies to submit an annual report that describes how quality funds were

Display/Print QPR

Click **Display/Print QPR** to view a PDF version of the QPR in a separate window.



A screenshot of a web interface showing four buttons arranged in a 2x2 grid. The top-left button is labeled 'Error Report'. The top-right button is labeled 'Display/Print QPR' and is highlighted with a red rectangular border. The bottom-left button is labeled 'Display QPR Guidance'. The bottom-right button is labeled 'Return to QPR Menu'.



A screenshot of a PDF document titled 'Quality Progress Report (QPR) For Tennessee FFY 2019'. The document is divided into sections. The first section is '1) Overview', which includes a paragraph of text and a sub-section '1.1 State or Territory Child Care Provider Population'. This sub-section contains a paragraph of text and five numbered items (a through e), each with a checkbox and a 'Describe:' label. The items are: a. Licensed family child care #, b. Legally exempt family child care (care in providers' home) #, c. Licensed center-based programs #, d. Legally exempt center-based programs #, and e. In-home (care in the child's own home) #. The bottom of the page shows 'Tennessee' on the left and 'Page 1 of 36' on the right.

Tips and Hints

Tips and Hints

- States/Territories are allowed multiple State users and up to two Super users.
- Multiple users can access the site at the same time, but cannot modify the same question at the same time.
- Only Super users can Submit the QPR (*notify the Regional Office of any changes to Super Users*). These are the same Super users who submitted the CCDF Plan.

QPR Data Entry Tips

- Select the correct Year you wish to edit/view.
- QPR status must be “Work in Progress” in order to make edits.
- Generally, you must enter information in each text field.
 - Enter N/A if not applicable or information not available.

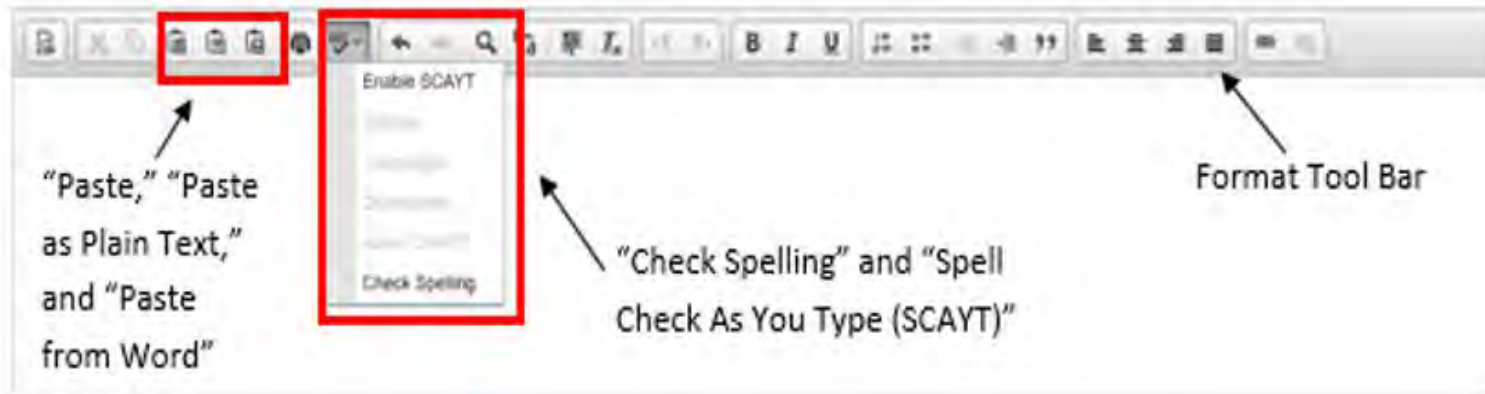
Entering Information: Text Boxes

Simple Text Box

7.3.2 What was the average length of time between receiving the complaint and taking steps to respond to a complaint during October 1 to September 30 of the last federal fiscal year?

4,000
character
limit

Description Text Box (with formatting toolbar)



NO
character
limit

IMPORTANT! Use the "Check Spelling" or "Spell Check As You Type" features to check spelling.

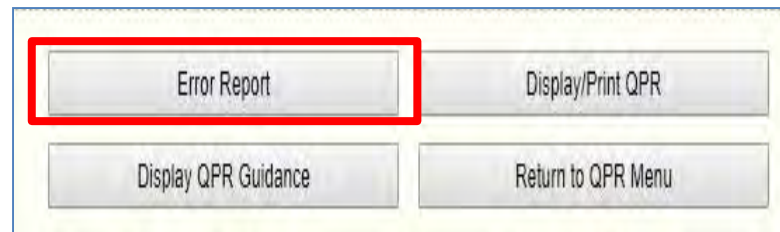
Data Entry Tips

- When copying and pasting text from another document, hidden formatting codes may cause a problem.
 - Carefully select first and last characters.
 - “Paste as plain text” option removes all text formatting and may limit hidden codes.
 - “Paste from Word” option allows you to paste text with standard Word formatting (bold, italics, bullets, etc.).

How to Submit the QPR

QPR Error Report

Click the **Error Report** button to display the Error Report. The Error Report indicates the sections of the QPR that are not yet complete.

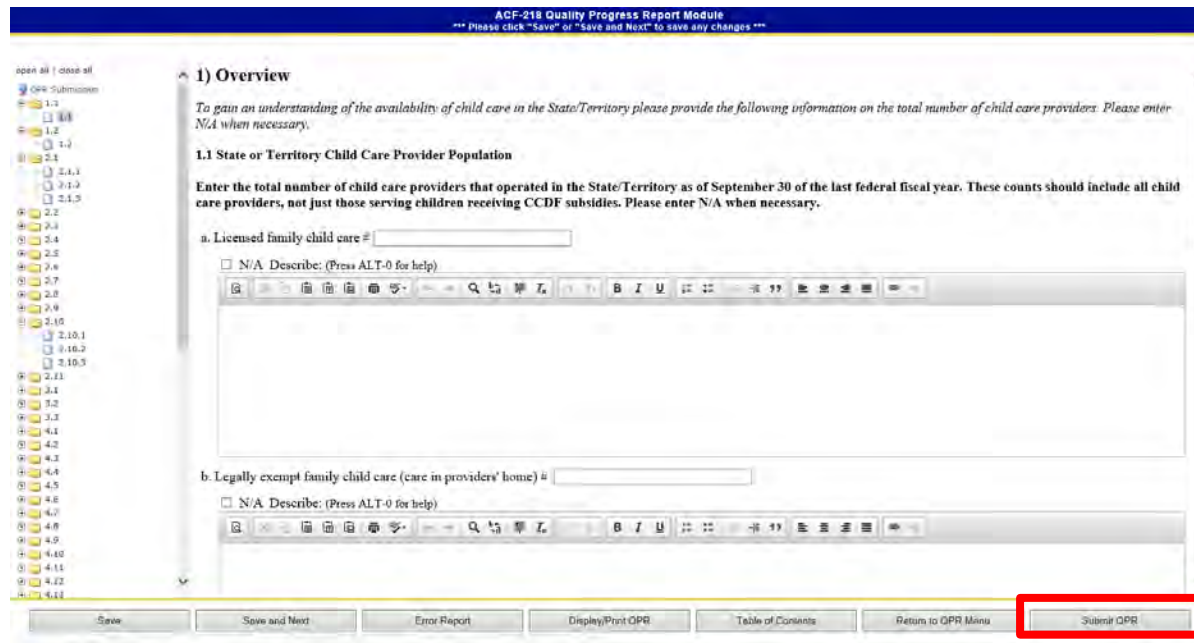
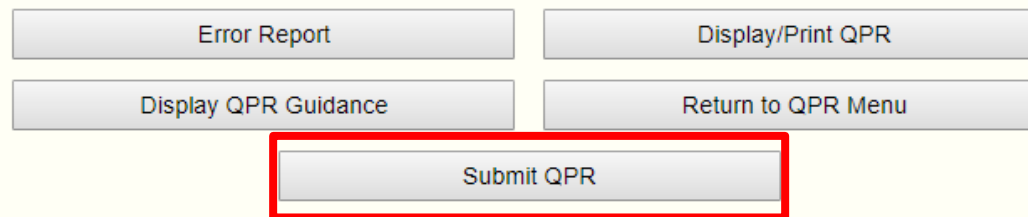


ACF-218 QPR Error Report			
Tennessee 2019			
Section 1.1			
	1.1		i
Section 1.2			
	1.2		✓
Section 2.1			
	2.1.1		✓
	2.1.2		✓
	2.1.3		✓
Section 2.2			
	2.2		✓
Section 2.3			
	2.3		✓
Section 2.4			
	2.4		i
Section 2.5			
	2.5		i
Section 2.6			

QPR Submission Process

The **Super user** has been designated by the Lead Agency as the individual that can submit the QPR.

- Only the **Super user** can submit.
- All **required** questions must be answered in order to submit.
- Click the **Submit QPR** button to begin process.

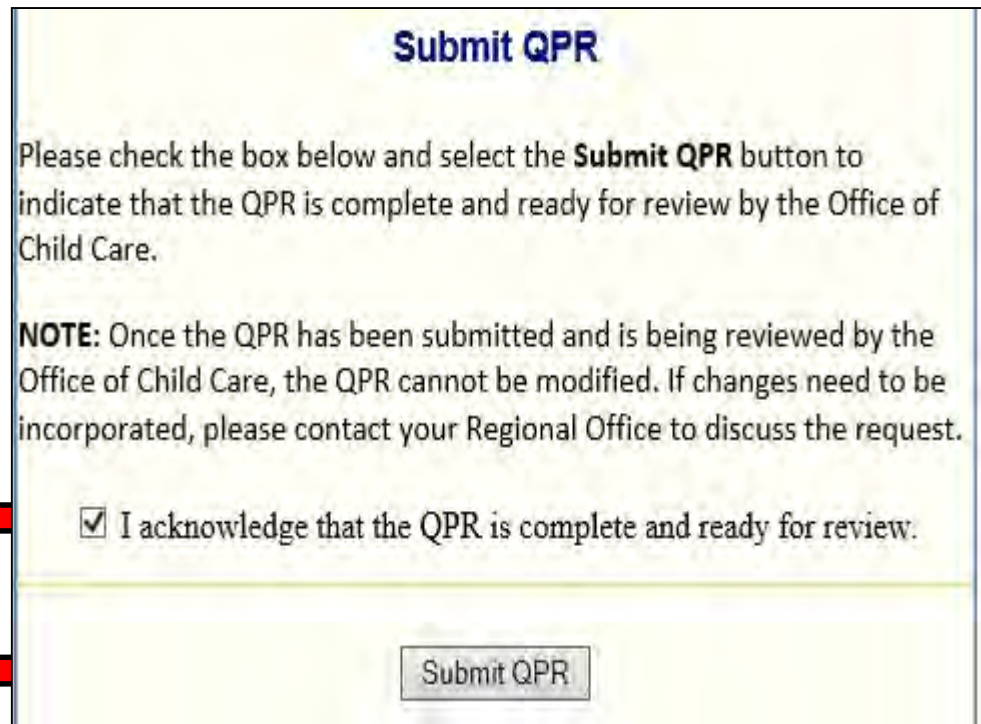


QPR Submission Process

The Super user will be prompted to submit the QPR via electronic signature.

Check to acknowledge the QPR is complete and ready for review by the Office of Child Care.

Click to submit the QPR.



The screenshot shows a web form titled "Submit QPR" in blue text. Below the title, there is a paragraph: "Please check the box below and select the **Submit QPR** button to indicate that the QPR is complete and ready for review by the Office of Child Care." This is followed by a **NOTE** in bold: "NOTE: Once the QPR has been submitted and is being reviewed by the Office of Child Care, the QPR cannot be modified. If changes need to be incorporated, please contact your Regional Office to discuss the request." Below the note is a checkbox with a checkmark and the text "I acknowledge that the QPR is complete and ready for review." At the bottom of the form is a button labeled "Submit QPR". Two red callout boxes are present: one on the left pointing to the checkbox with the text "Check to acknowledge the QPR is complete and ready for review by the Office of Child Care.", and another below it pointing to the "Submit QPR" button with the text "Click to submit the QPR.".

Submit QPR

Please check the box below and select the **Submit QPR** button to indicate that the QPR is complete and ready for review by the Office of Child Care.

NOTE: Once the QPR has been submitted and is being reviewed by the Office of Child Care, the QPR cannot be modified. If changes need to be incorporated, please contact your Regional Office to discuss the request.

☒ I acknowledge that the QPR is complete and ready for review.

Submit QPR

QPR Submission Process

After submitting the QPR, the successful submission pop-up page will be displayed.



The Super users and OCC staff will receive an automated email from the Data Submission Center confirming that the QPR has been submitted.

QPR Revision and Acceptance

The Office of Child Care (OCC) Regional Office and Central Office will review the submitted QPR.

Revision

If changes are necessary, the QPR will be sent back to the State/Territory for edits. A system automated email will notify the Super users of the need for changes.

Acceptance

If the QPR is accepted by OCC, a system automated email will notify the Super users that the QPR has been accepted.



5 minutes

Frequently Asked Question

Question: I completed the QPR but the system does not allow me to submit it.

Answer: Prior to submitting your Plan, your QPR must be error free. To clear any errors associated with your QPR, check the following:

- Make sure you have responded to the question as well as any sub-questions or follow-up questions.
- Make sure that any associated describe/text boxes have text. If no text is appropriate, enter “N/A”.
- If errors remain, contact NCDR: NCDR@ecetta.info



NATIONAL CENTER ON
Child Care Data and Reporting

For technical assistance, contact:

National Center on Child Care Data and Reporting (NCDR)

6003 Executive Blvd., Suite 400
Rockville, MD 20852

NCDR@ecetta.info

877-249-9117